



City Clerk

Leticia M. Vacek, TRMC/MMC

Leticia M. Vacek was appointed San Antonio City Clerk in May, 2004 by the Mayor and City Council. Ms. Vacek reports directly to the Mayor and Council.

She began her Municipal Career with the City of Harlingen as Assistant City Clerk in 1986. In 1988, she joined the City of McAllen and was appointed McAllen City Clerk in June, 1990 by the Mayor and Council and also served as Director of Civil Service. During her tenure in McAllen, she was promoted to Director of Administration overseeing the Media Relations Office, the City's Cable Network Office, Mail Center, Vital Statistics Divisions, and the City Clerk's Office.

Education

- University of the Incarnate Word – Graduate with a Master's Degree in Organizational Development.
- University of the Incarnate Word – Graduate with a Bachelor of Arts and Applied Science Degree.
- University of North Texas – Texas Municipal Clerks Certification Program, Texas Registered #207
- South Texas Community College – Public Service Administration Degree, Phi Theta Kappa Graduate.
- International Institute of Municipal Clerks – Attained the Certified Municipal Clerk (CMC) designation.
- International Institute of Municipal Clerks – Attained the Master Municipal Clerk (MMC) designation.

Honors

- 2005 Honorary Chair- 19th Annual Conference, Hispanic Women's Network of Texas
- 2006 Corporate Award- *La Prensa's* Annual Gala, Salute to Women in Action
- 2007 Five Star Award - City of San Antonio
- 2008 Customer Service Excellence Award - City of San Antonio
- 2009 -Named Clerk of the Year - Alamo Chapter of Municipal Clerks
- 2009 - Named Texas Municipal Clerk of the Year - State of Texas Municipal Clerks, Inc.
- 2012 - University of the Incarnate Word Outstanding MAA Student
- 2012 - Received the Five Star Vital Registration Award – State of Texas Health Services Department.

Personal

Ms. Vacek is married to Ken and they have a son who is a student at the University of the Incarnate Word and a daughter at Southwestern University. She is a native of Harlingen, Texas.

Accomplishments

- Increased transparency by implementing an E-File Campaign Finance Reporting System for candidates & officeholders. First in the State of Texas to achieve searchable reporting and was purchased by City of Dallas.
- Invested in a "Going Green Environment" with a Grant from the Alamo Council of Governments for a Compactor/Conveyor for the Municipal Records Facility (utilized with two industrial shredders saving 8 tons of paper from going to the landfill).
- Received Grant (\$98,000) from the National Historical Publications & Records Commission to start an Archival Program to Preserve the City's Historic Records.
- Implemented and jointly designed software for Touch Screen Vote System recording Mayor & City Council votes.
- Implemented the first Online Archives Digital Collections of Finding Aids and Municipal Records for public access.
- Received a second Grant (\$52,000) to continue the City's Archival and Historical Records Preservation Program.
- Added over 267,000 Images to the Municipal Archives & Records Digital Collections Web-site.
- Envisioned and Initiated the City's Passport Acceptance Facility which has brought in currently over \$800,000 in new revenue for the City.
- Recognition by the San Antonio Express-News for Government Transparency of City Records.
- Successful transition of Vital Records Division correcting audit findings and currently implementing Technology for efficiency.
- Served as a Panelist at the Sister Cities International Conference presenting "Archiving your History."

Ms. Vacek oversees a Staff of 32 spread among the Office of the City Clerk, the Municipal Archives Division, the Passport Division and the Vital Records Division managing an Operating & Revenue Budget of \$4.7 million.

She served under the direction and leadership of Mayor Bill Card (Harlingen); Mayors Othal Brand and Leo Montalvo (McAllen); and San Antonio Mayors Ed Garza and Phil Hardberger. She currently serves under the great Leadership of Mayor Julián Castro.